UNITED STATES AIR FORCE
SELECTION BOARD SECRETARIAT

CY03B Maj (Line/CHAP/BSC/MSC/NC) Selection Boards

CY03B Capt Selective Continuation Boards

8 Dec 03

U.S. AIR FORCE

Integrity - Service - Excellence

U.S. AIR FORCE

Authority

- Title 10 U.S.C., Chapter 36*
- Title 10 U.S.C., Chapter 38

- DoD Directive 1320.8
- DoD Directive 1320.12*
- DoD Directive 1400.33
- DoD Instruction 1320.14*
- DoD Instruction 6000.13

- AF Policy Directive 36-25*
- AF Policy Directive 36-26
- AF Instruction 36-2501*
- HQ AFPC/DPPB Operating Instruction 1-2*

- SECAF Memorandum of Instructions

U.S. AIR FORCE

Board Organization

Secretary of the Air Force

Board President

Line Board	CHAP Board	BSC/MSC/NC Boards
Panels 1-6	Panel 7	Panel 8

U.S. AIR FORCE

Eligibility Criteria

Competitive Category	IPZ	*APZ
Line	1 Jan – 31 Dec 99	31 Dec 98 or earlier
CHAP	1 Jan – 31 Dec 96	31 Dec 95 or earlier
BSC	1 Jan – 31 Dec 99	31 Dec 98 or earlier
MSC	1 Jan – 31 Dec 99	31 Dec 98 or earlier
NC	1 Jan – 31 Dec 97	31 Dec 96 or earlier

Date of Separation: 8 Mar 04

Extended Active Duty: 8 Jun 03

*with previous nonselection

U.S. AIR FORCE

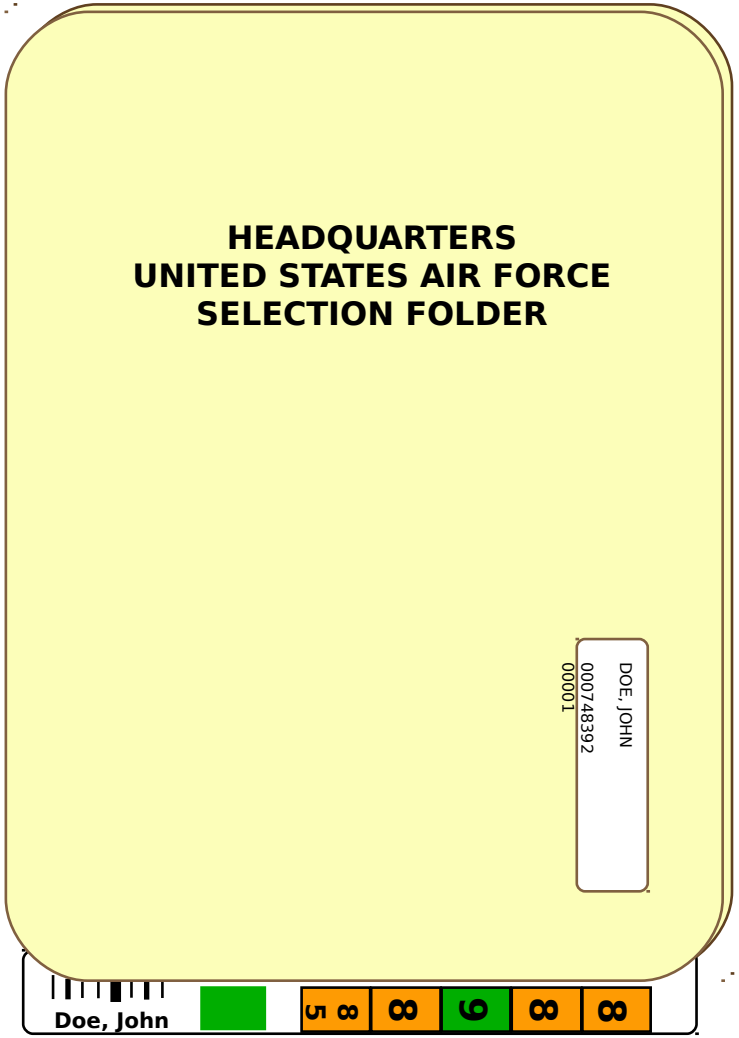
Task / Quota

Competitive Category	IPZ	APZ	Promotion Opportunity	Board Quota
Line	2289	558	95%	2175
CHAP	19	6	85%	17
BSC	148	21	90%	134
MSC	58	10	95%	56
NC	199	107	80%	160

U.S. AIR FORCE

Records / Procedures

- Selection record
- Scoring
- Training session (trial run)

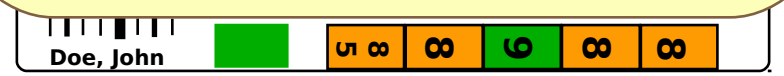

HEADQUARTERS
UNITED STATES AIR FORCE
SELECTION FOLDER
DOE, JOHN
000748392
00001
Doe, John
5 8
8
6
8
8

LEFT SIDE

PROMOTION RECOMMENDATION FORM (PRF)

PERFORMANCE / EFFECTIVENESS / TRAINING REPORTS

AF FORM 77



RIGHT SIDE

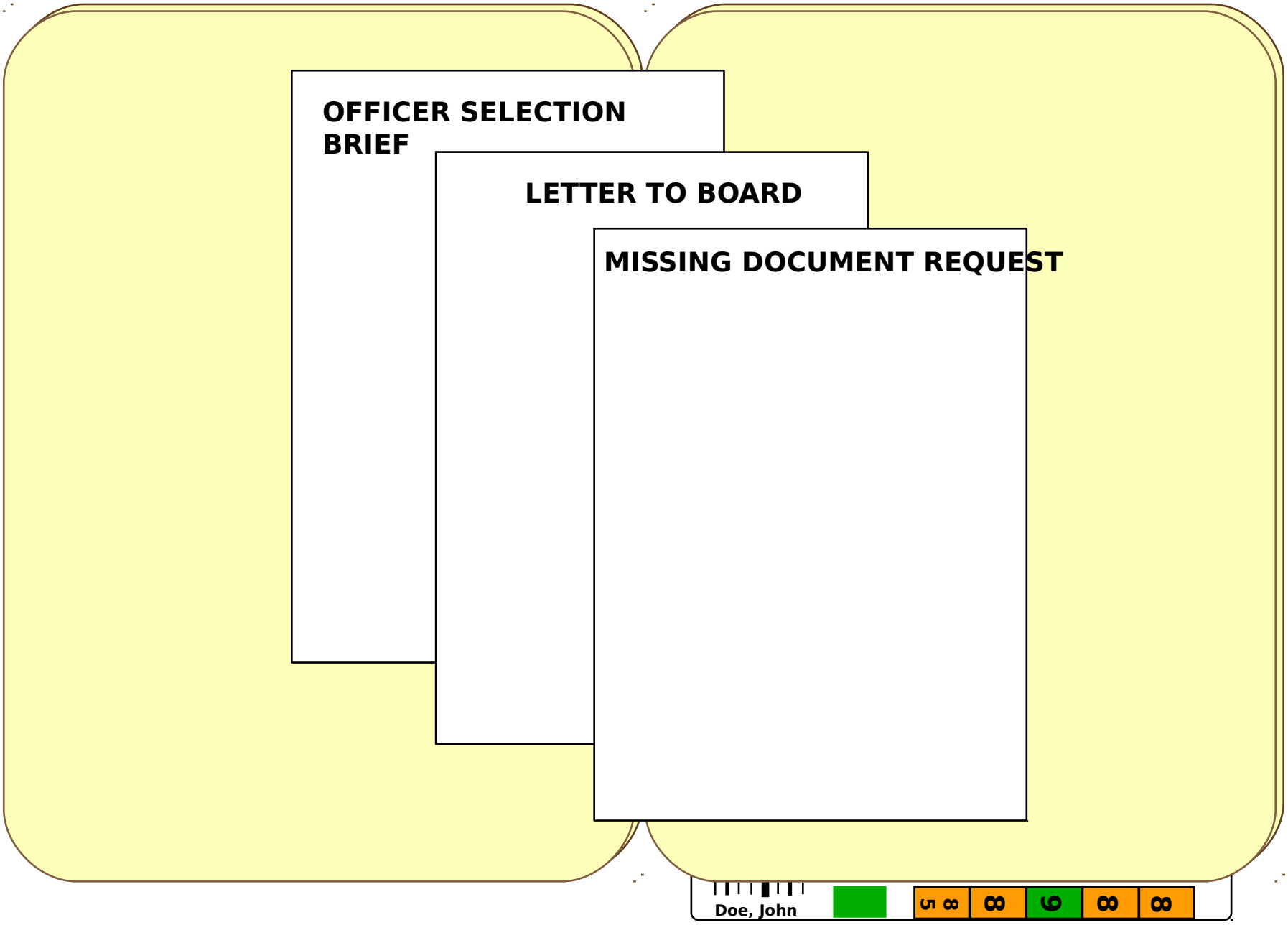
COURT- MARTIAL /
ARTICLE 15 /
LETTER OF
REPRIMAND

BOARD
CERTIFICATION
(NC only)

CITATIONS FOR
DECORATIONS

Doe, John

5 8 | 8 | 9 | 8 | 8


OFFICER SELECTION BRIEF
LETTER TO BOARD
MISSING DOCUMENT REQUEST
Doe, John
5 8
8
9
8
8

U.S. AIR FORCE

Whole Person Concept

Factor	Evaluate
Performance	PRFs / OPRs / OERs / TRs
Professional Qualities	Expertise Within Specialty
Leadership	Command / Staff
Job Responsibility	Scope / Exposure
Depth & Breadth of Experience	Where / What / When
Specific Achievements	Awards / Decorations / OPRs / OERs
Education	Level / Utilization

POTENTIAL

U.S. AIR FORCE

Scoring Scale

▪ Absolutely Superior	10	
▪ Outstanding	9.5	*Outstanding*
▪ Few Could Be Better	9	
▪ Strong	8.5	*Above Average*
▪ Slightly Above Average	8	
▪ Average	7.5	*Average*
▪ Slightly Below Average	7	
▪ Well Below Average	6.5	*Below Average*
▪ Lowest	6	

U.S. AIR FORCE

Scoring Method

- **Boards with 100% Opportunity**
  - **Yes: Officer is Fully Qualified**
  - **No: Officer is Not Fully Qualified**

U.S. AIR FORCE

Split Resolution Technique

- All panel members present
- All other scoring stops
- Members gather around panel chief
- Panel chief reviews scores
- Discuss strengths and weaknesses in record

✳ All can look at record and discuss

✳ <u>Only</u> those involved in split may change score

U.S. AIR FORCE

Training Session
(Trial Run)

- Sample group of records
- Score individually
- Open discussion during debrief
- Set board standard

CONSISTENCY

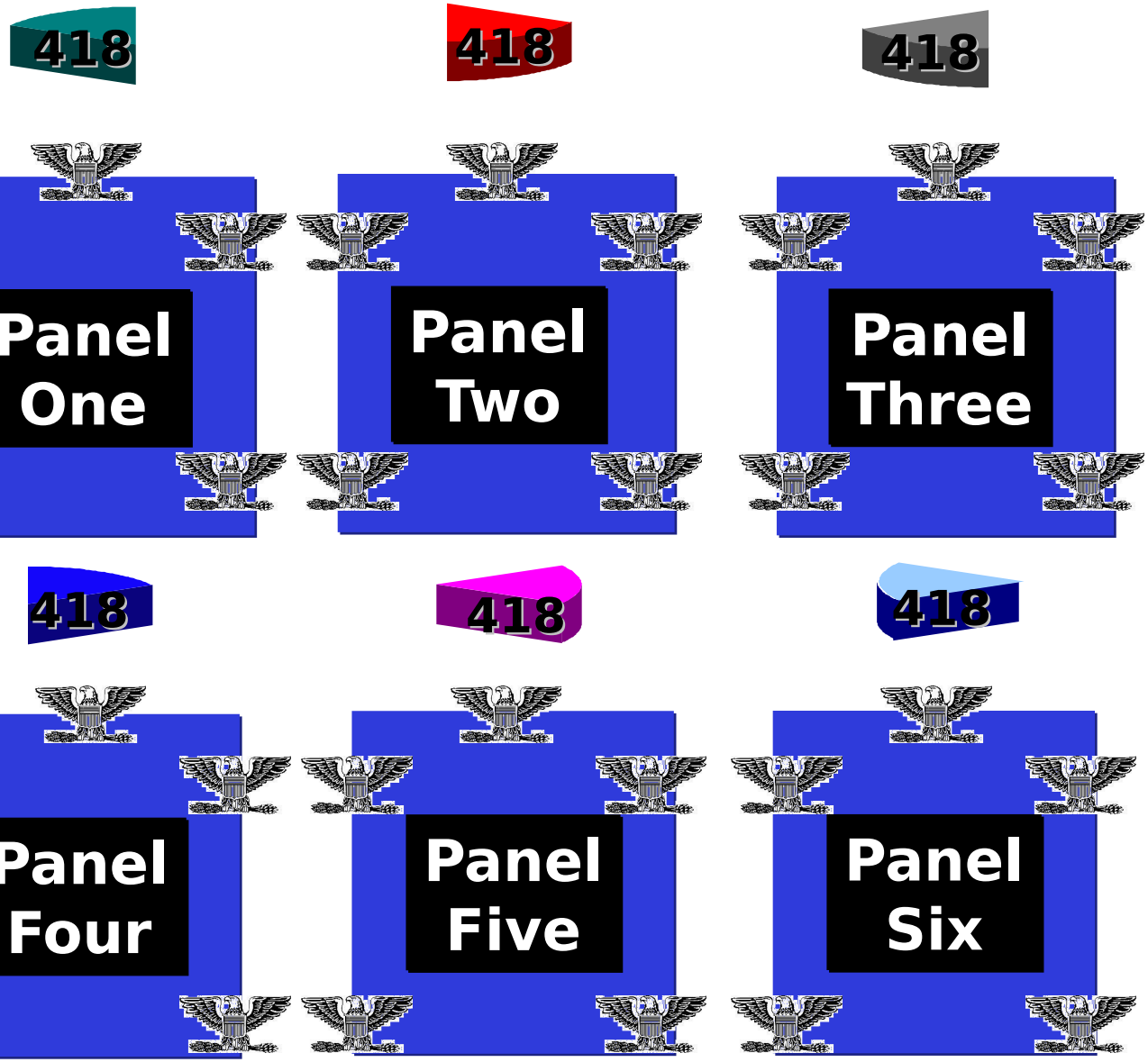
U.S. AIR FORCE

Quota Computation
(Line Notional Numbers)

IPZ Eligibles X Opportunity = Max Board Quota

2640 X 95% = 2508

Line I/APZ Quota = 2508



U.S. AIR FORCE

SECAF Adjusted Panel Quota

(Line Notional Numbers)

- **Panel's quota is adjusted to 96.5% X 418 = 403**

- **Initial cut line drawn at the bottom of the score category closest to the adjusted quota without exceeding it**

Initial Scoring – Clean Cut

U.S. AIR FORCE

Records = 500
Quota = 418
SECAF % = 96.5%
Adj Quota = 403

Scores	Records	Cumulative Records
39.5	17	339
39.0	19	358
38.5	21	379
38.0	24	403
37.5	40	443

403

Clean Cut

Second Cut

15 Quota & 40 Records to Gray

(418 - 403 = 15 Quota)

U.S. AIR FORCE

Initial Scoring – No Clean Cut

Records = 500
Quota = 418
SECAF % = 96.5%
Adj Quota = 403

Scores	Records	Cumulative Records
39.5	17	335
39.0	19	354
38.5	19	373
38.0	23	396
37.5	38	434
37.0	39	473

403

Initial Cut

Second Cut

22 Quota & 77 Records to Gray

(418 - 396 = 22 Quota)

U.S. AIR FORCE

Objective Quality Review

Court-Martial

Referral OPR on top

“Do Not Promote Me” Letters

Current Prisoner / Appellate Leave

Article 15

DNP PRF

NQP

LOR

Initial Cut Line

Gray

Second Cut Line

U.S. AIR FORCE

Objective Quality Review

Initial Cut Line

Gray

Second Cut Line

Current PME / AFIT Student
POW / Former POW
MIA / Former MIA

DP PRF
Astronaut
Medal of Honor

U.S. AIR FORCE

BP Quality Review

Records = 500
Quota = 418
SECAF % = 96.5%
Adj Quota = 403

Scores	Records	Cumulative Records
39.5	17	335
39.0	19	354
38.5	19	373
38.0	23	396
37.5	38	434
37.0	39	473
36.5	17	490

Initial Cut

Second Cut

403

BP Quality Review is One Score Category Below Second Cut Line

*** BP may also direct any DPs below second cut line into gray**

U.S. AIR FORCE

Aggregate Gray Resolution (Line)

Panel	Selects	Gray	Quota
1	403	40	15
2	396	77	22
3	402	45	16
4	399	49	19
5	401	35	17
6	402	38	16
BP QR		54	
Total	2403	338	105

All 30 board members will now score 338 records

U.S. AIR FORCE

Aggregate Gray First Run (Line)

Total Scores	Total Records	Cumulative Records
225.0	5	5
224.5	15	20
224.0	13	33
223.5	22	55
223.0	20	75
222.5	14	89
222.0	8	97
221.5	13	110

105

All 30 board members will now score 13 records for 8 quota

U.S. AIR FORCE

Aggregate Gray Second Run (Line)

Total Scores	Total Records	Cumulative Records
223.0	2	2
222.5	3	5
222.0	3	8
221.5	1	9
221.0	2	11

8

U.S. AIR FORCE

Other Boards / Actions

- **Professional Military Education**
- **Selective Continuation Boards**

U.S. AIR FORCE

Board Member Cautions

- **Never disclose board <u>proceedings</u>**
  - **For example, how a record scored or comments made during split resolution**

- **After results are released, you may cover the <u>procedures</u> and <u>process</u>**

U.S. AIR FORCE

Board President

- Monitors board progress
- Ensures board focuses on SECAF MOI
- Adheres to statutes, directives and instructions
- Assures fair and equitable treatment
- Ensures no coercion on, or undo influence of, selection board actions
- Briefs board results to SECAF

U.S. AIR FORCE

Board Member Oath

“I solemnly swear that I will

without prejudice or partiality

having in view both the special fitness of the officers

and the efficiency and effectiveness

of the United States Air Force

perform the duties imposed upon me.”

U.S. AIR FORCE

Records Review Opportunities

- **Permissive TDY to 550 C Street West, Randolph AFB, TX, Board Support Branch**
- **Call DSN 665-2371 for a telephonic review**

UNITED STATES AIR FORCE
SELECTION BOARD SECRETARIAT

Major Selection Board Feedback

12 May 04

Col Ed Bolton
System Program Director

U.S. AIR FORCE

Integrity - Service - Excellence

U.S. AIR FORCE

Bottom Line Observations

- **Some people with good records will not be promoted**
- **Some people with very good records will not attend school**

U.S. AIR FORCE

Promotion Killers

- Criminal behavior
  - Alcohol-related incident or drug use
  - Domestic violence
  - Theft
- Financial irresponsibility
- Inappropriate relationships/Fraternization
- Inappropriate use of internet
- Weight control
- No PME
- Poor performance at work or in AF sponsored school

U.S. AIR FORCE

What You Can Do

Your Records

- Make sure they are correct
- Use as few acronyms as possible
- Check last several OPRs/Reports before deciding what to write on next OPR
  - Recommendations must be on track

Your Performance

- Get school whenever you can & do as well as you can
- Doing your best in the job you have is more important than what job you have

U.S. AIR FORCE

What the Best Records Have

- Consistent stratification
  - Outstanding performance across several assignments
  - Expertise compared to peers
- Multiple significant work-related awards or recognition
  - Wing level or higher
- Strong school performance
  - Distinguished graduate or other honors are differentiators

U.S. AIR FORCE

PRF 101

- Use PRF to help them understand the record
  - Balanced summary of entire record
- OK to put college awards in first OPR & PRF
- Note significant school performance in next OPR
- For schools and EWI note how competitive the selection was and the relevance of the school to AF needs
- Note if a person progresses faster than peers
- Important to show string of stratification or awards
- Top OPR nearly as important as the PRF

U.S. AIR FORCE

Final Thoughts

- It’s never too late – records can be updated until the last day
- You do not need a DP to get promoted